

CHANGE ANNOUNCEMENT

NEW EMPLOYEE SET UP PROCESS EFFECTIVE DECEMBER 19, 2005

CHANGES

Several minor changes were made to the new employee set up process. They are as follows:

- The reference to office director was changed to supervisor
- The list of individuals who receive new hire information was revised to include Kristin Petersen, and to change the ATP contact from Lily Blase to Cathy Hayes
- The State Personnel contact was changed from Vicki Logan to Liz Freeman
- The process was revised to require the Data Center (Dan Dulaney) to contact the new employee on his/her first day of employment to request a QUEST password and to schedule computer training
- Identified Bob Lundberg rather than Pam Goeschel as the NDE HR staff person responsible for sending the employment confirmation letter and new employee packet to the new hire

These changes are in effect upon receipt of this change announcement.

VRIS UPDATE

The revised New Employee Set Up Process is located at VRIS: Program Manual Main Menu: Administration: Personnel: New Employee Set Up Process

FORMS REVISED

None

TEAM COMMUNICATION

Supervisors should review these updates with staff responsible for processing new hire information.

LEADERSHIP CONTACT

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